



**BRAD LITTLE**  
Governor  
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Director  
**PAT DONALDSON**  
Administrator

# State of Idaho

## Department of Administration

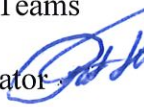
### Division of Public Works

502 North 4th Street  
Boise, ID 83720-0072  
Telephone (208) 332-1900  
[www.dpw.idaho.gov](http://www.dpw.idaho.gov)

**August 23, 2021**

### REQUEST FOR QUALIFICATIONS (RFQ)

TO: Security Systems Design-Build Teams

FROM: Pat Donaldson, DPW Administrator 

SUBJECT: DPW PROJECT NO. 21081  
Upgrade Camera and Recording System  
North Idaho Correctional Institution (NICI)  
Cottonwood, Idaho

Submittals will be received at the Division of Public Works, 502 N. 4<sup>th</sup> Street, P.O. Box 83720, Boise, Idaho 83720-0072, until **September 13th, 2021, at 2:00 p.m. (MST)**, for furnishing Design-Build services to the State of Idaho.

Questions that arise as a result of this Request for Qualifications should be addressed to:

Brian Boyd, Project Manager  
Division of Public Works  
502 N. 4th St.  
PO Box 83720  
Boise ID 83720-0072  
(208) 332-1914  
[Brian.Boyd@adm.idaho.gov](mailto:Brian.Boyd@adm.idaho.gov)

Modifications (addenda) to this RFQ, if any, will be posted on the Division of Public Works web page at <https://dpw.idaho.gov/professional-services/>. It is recommended that responders to this RFQ check this page prior to making their submittal.

This project will be funded by the State of Idaho. The Division of Public Works (DPW) will administer the project according to the terms and conditions of the award, State laws and guidelines. The Design-Build team will receive general instructions through the State. A Project Manager from DPW will be assigned to serve as project manager and liaison between the Agency (Idaho Department of Correction) and the Design-Build team. All site investigation shall be at no cost to the owner.

## DESCRIPTION OF PROJECT

The scope of work will include engineering and construction services (design-build) for upgrading the video surveillance systems at the NICI facility for PREA compliance and general security concerns, including design engineering; installation of additional and replacement camera equipment to eliminate "blind spots"; required software, recording devices; all required hardware, wiring, and electrical improvements. The Design-Build team will be required to field verify existing conditions and survey the existing facilities for placement of video cameras. It is intended that the security system operate with non-proprietary hardware. Final as-built documentation, training, and operations & maintenance (O&Ms) manuals will be prepared by the Design-Build team.

The Design-Build team shall furnish sufficient technical, supervisory, and administrative staff to ensure the expeditious execution of the scope of work contained with this Request for Qualifications. In each facility, cameras will be added; and the video monitoring, display, and recording systems will be upgraded. Work must be closely coordinated with facility staff to minimize downtime and establish seamless integration to IDOC IT infrastructure. In general, systems must be restored to service at the end of each shift.

The Department of Correction will furnish equipment and software specifications of existing equipment, design build team to propose new equipment that will interface with existing surveillance systems. IDOC will furnish existing floor plans and surveillance systems layout diagrams to the extent possible based on available record drawings. Additional field verification and documentation, as well as final as-built documentation by the Design-Build Engineering firm will be required.

## REQUIRED SERVICES

The State is requesting proposals for complete Design-Build services including observation during construction.

A total project budget of **\$390,750.00** has been established to include fees, construction, contingencies and tests. A relatively complete construction cost estimate will be required following the Design Development Phase and must be updated at each additional phase.

The Design-Builder is required to provide Programming, Schematic Design, Design Development, Construction Documents, and Construction Observation. The Design-Build team must have licensed design professionals and consultants, licensed to work in the State of Idaho, as required for pertinent design disciplines during the Design Phases and Construction Observation. This project will need to be routed through, and receive approval by, the Idaho Division of Building Safety (DBS).

The Design Build team will be required to upload all documents to DPW's cloud-based project management system, Projectmates. Documents may include, but are not limited to meeting minutes, sketches, diagrams, programming analysis, photographs relevant to the project, drawings, project manual, schedules, cost estimates, close out documents, warranties, etc.



The Design-Build team shall make a minimum of one (1) presentation to the Permanent Building Fund Advisory Council and shall keep in mind that during all phases, code compliance, energy efficiency, and building maintenance concerns should be incorporated into the design.

The Design-Build team will be required to meet monthly with the Project Manager for the purpose of providing a verbal report regarding the previous month's progress. Such monthly meetings will show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

The Design-Build team members that will be accessing the IDOC facilities must undergo and pass background security clearance checks.

The Design-Build team shall produce the following major written products for review by the State and/or Permanent Building Fund Advisory Council (PBFAC).

1. A preliminary report to the Division of Public Works and the Agency after Schematic services have been completed.
2. A Design Development Report and update to the Owner, Agency, and the PBFAC, prior to beginning Construction Documents, along with recommended project budget.
3. A final report at the conclusion of the Construction Document Phase to the Owner, Agency, and PBFAC for any additional input and final acceptance.

## **QUALIFICATION STATEMENT CONTENT**

A. **Basic Qualifications:** Provide basic data relative to the Design Build team's size, history, personnel, resources available, production capabilities and general information. Individual resumes, awards, associations, etc., may be included. Office brochures should be submitted separately as supplemental data (an electronic link to firm's website is acceptable).

The Division of Public Works reserves the right to investigate and confirm the candidate's financial responsibility. This may include financial statements, bank references and interviews with past consultants, employees and creditors. Unfavorable responses to these investigations are grounds for rejection of RFQ submittal.

B. **Specific Qualifications:** List the design professionals and consultants expected to accomplish the work. The design professionals and consultants should have an understanding of the local area and local demographics. Describe who will perform the various tasks, the amount of their involvement and responsibilities, their qualifications, and relevant special expertise. Provide a list of at least three (3) projects, with brief descriptions, which show the person's ability to complete projects of this scope.

C. **Approach to Project:** Include a statement of your approach to this specific project, including design philosophy, understanding of program, challenges and opportunities as well as alternative concepts and methods for consideration. Limit to two (2) pages.

D. **Special Requirements:** Provide information regarding specific involvement with this project or a special expertise in this type of project. Examples are: design-build engineering of

security camera systems and interfaces or preliminary studies or programming of this project, special training or experience in this type of security camera systems design, implementation, and interfaces.

E. **Examples of Work:** Renderings, photographs, drawings, and applicable documents may be submitted as examples of your work. For Design-Build teams who have done work for the Division of Public Works in the past seven years, a reference to the project or projects will be sufficient in lieu of examples.

F. **Past Performance:** Submit recent reference letters from prior clients or client representatives. Letters from projects listed in item B are preferable. In addition, past performance comments may be obtained from Division of Public Works and Agency staff.

G. **Format:** To assist evaluation it is desirable to format the submittal similar to the headings listed above. The submittals should be clear and to the point. Emphasis should be placed on specific qualifications of the people who will perform the project and the approach to the project.

## SUBMITTAL

Submit one (1) hard copy of the submittal; include one USB drive containing a PDF of the submittal. In your RFQ cover letter, include the email address and phone number of the primary contact person; **failure to provide this information may result in the proposal being nonresponsive.**

## EVALUATION, INITIAL RANKING

A selection committee consisting of two (2) persons from DPW, two (2) persons from IDOC, and an independent Design Professional will rank the submittals. At least three (3), but not more than five (5), firms may be selected for presentation-interviews. The initial ranking criteria will be weighted according to the following:

	Criteria	Maximum Possible Points
A	Basic Qualifications	10
B	Specific Qualifications	25
C	Approach to Project	25
D	Special Requirements	15
E	Examples of Work	10
F	Past Performance	10
G	Format	5
		100



## EVALUATION, FINAL RANKING, INTERVIEW PROCESS

The Design Build teams invited for a presentation-interview will receive a final score based on the selection committee's final ranking of the criteria noted below. It is anticipated that the Design Professionals will be presenting in person at DPW's office located at 502 N. 4<sup>th</sup> Street, Boise, Idaho. Each presentation-interview will be a maximum of one hour: 25-30 minutes to recapitulate qualifications A-F and demonstrate via verbal and virtual communication the ability to complete the design services through the schematic design phase; 15-20 minutes for the selection committee to ask questions; and 5-10 minutes for the Design Build team to ask the committee questions and provide their closing comments.

Criteria	Maximum Possible Points
Virtual and Verbal Demonstration of Qualifications	40
Special Requirements	20
Q & A	20
Communication Skills	20
	100

### PROPOSED DATES:

Receive RFQ Submittals	September 13, 2021
Oral Interviews	Week of September 27 <sup>th</sup> , 2021
PBFAC Selection Approval	October 6, 2021
Negotiate Contract	October 2021

### SELECTION

The State will attempt to select a firm at the next scheduled Permanent Building Fund Advisory Council meeting. Upon selection of a firm, the State will issue a letter of intent. However, final award is contingent upon the successful negotiation of an Agreement.

The contents of the submittal may be used in a legal contract or agreement. Candidates should be aware that methods and procedures proposed could become contractual obligations. The successful firm will be required to sign an agreement including the State's standard terms, including a requirement to carry and maintain a minimum of \$1,000,000 professional liability insurance

coverage, except in special circumstances. An example of the State of Idaho's Design Build Agreement can be found on the DPW website <https://dpw.idaho.gov/docs-forms-guides>.

The State reserves the right to reject any or all proposals received as a result of this request.

The State may also negotiate separately with any source in any manner necessary to serve the best interests of the State of Idaho. Awards will be made on the basis of submittals resulting from this request and subsequent interviews and the associated ranking criteria noted above.

**END 21081 RFQ DOCUMENT**